

Paper Format Requirements for IRIA 2003

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Keywords: paper format, editing

Abstract

This is an example paper prepared according to the IRIA 2003 instructions, which are derived from the International System Safety Conference instructions. Please follow this example, and the instructions below to complete your paper. If you do not, we may choose to not include your paper in the IRIA 2003 proceedings.

Introduction

These guidelines have been developed to ensure a uniform appearance for the papers within the proceedings. We suggest that you print and retain this document for reference as you prepare your final paper. You can also use a copy of this electronic version as a template for your paper by substituting your text for these contents, taking care not to change any of the formatting.

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The final version of your paper must be received by **14 July 2003**. Well, that's not quite true. The true hard deadline is 8 a.m. Eastern Daylight Time, 15 July 2003. If your paper has not been deposited on the web site by that time, your paper *will not* appear in the printed IRIA 2003 proceedings.

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Any questions about the submission process should be sent by electronic mail to the IRIA 2003 Chairman at <c.m.holloway@nasa.gov>. If you are unable to submit your paper using the web form, you may send a properly formatted CD containing your paper to

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Paper Format

Please restrict your paper to no more than **twelve** pages, unless you have been granted a waiver by the workshop chairman.

Your paper must be written in English. If translation is necessary, we suggest you use a professional translation service. Authors are responsible for proper translation, and improperly translated papers will be not be included in the proceedings or on the web site.

Text, except for the title, author(s), and keywords is to be justified and single spaced without hyphenation. Double line space before and after all headings and between paragraphs.

Margins: Set the top and bottom margins to 1", and the left and right margins to 1.25". Set margins for the header and footer to 0.5".

Paper Size: Set the paper size to **8 1/2" x 11"** in portrait orientation.

Columns: Use single column format, with both right and left margins justified (that is, straight right and left margins).

Font: Use Times New Roman, 11 point, normal style, or its equivalent. If you prepare your paper using TeX or LaTeX, the default font style is acceptable, so long as the point size is 11.

Organization

Title: Center the title and capitalize the first letter of each major word with lower case for the remaining words. You may use more than one line for the title, with single line space. Double line space after the title.

Authors: Center the author information. Begin with the author's name, including any abbreviation for titles or degrees in the usual fashion of the author's country. Follow the name with a semi-colon (";"), and the name of the company or institution for which the author works. Follow this with a semi-colon, and the city, state/province, and country. Use double line space between multiple authors.

Keywords: You may include up to six keywords, which may consist of single words or phrases, separated by commas. Double line space after the keywords.

Abstract: You must include an abstract, of at least 10, and no more than 200 words. In the abstract, summarize the main points and conclusions of the paper.

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Main Body: The main body of the paper follows the introduction, and may have as many sections as you think appropriate. Illustrations are allowed as described below.

References: References are listed in numerical order at the end of the paper, after any Appendices, but before the Biographies.

In the text, denote references by a number. The numbers are sequential starting with one and appear in the text as “[1]”, or as “[3-9, 11, 14-16].”

In the list of references, each reference starts with a number with a period and two spaces followed by the author, title, publication information, and page number(s). For details for appropriate formats for reference text, see *The Chicago Manual of Style* [1].

Biography: Type the author’s name and business address in the appropriate format for addressing international mail. Include telephone number, fax number, and e-mail address to facilitate readers contacting authors. Separate these entries with semi-colons. After a double line space include a brief biography. Repeat this procedure for each additional author.

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Major headings use the same rules as the title, but also are underlined. Double line space before and after each major heading. Do not number sections or paragraphs.

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Illustrations

Illustrations include figures, equations, and tables. All illustrations should be easy to read. Include only as much detail as necessary. Consider using a professional illustrator. Note that if illustrations are not easy to read, your paper may be rejected for publication. *It is the author’s responsibility to provide legible material.*

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Equations: Number equations consecutively. Begin the equation six spaces from the left margin, and place the equation number flush with the right margin, that is,

$$X=\sin(7+3x)-\exp(y-2a)+gf(2bz/2) \tag{1}$$

Double line space before and after equations. Always refer to equations by number sequentially starting with one, not as “above” or “below.” The example is referred to as “(eq. 1)” in text. If the reference to the equation is part of the sentence, then spell out the word “equation” and do not enclose it with parentheses.

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For figures, put the label below and centered on the figure. For tables, put the label above and centered on the table. Capitalize the first letter of Figure and Table and the major words in the captions. Use lower case for the remainder. Use a dash (“-”) between the Figure or Table number and its caption. All figures and tables should be numbered in the order mentioned in the text. Double line space before and after figures and tables. Examples of table and figure captions are:

Table 3 – Automobile Accidents by Location

Figure 2 – Incident Reporting Process

Page Numbers

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Requests for exceptions to any of the above rules should be sent to Mr. Holloway well in advance of the deadline.

References

1. Editorial Staff of the University of Chicago Press. *The Chicago Manual of Style*. 14th ed. Chicago: University of Chicago Press, 1992.

Biography

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Mr. Author is a senior research scientist at My Private Company. His primary interests include transportation accident analysis, conference paper formatting, and volleyball.